

King, Valerie A.

From: McAlpin, Loreen
Sent: Tuesday, October 03, 2000 1:11 PM
To: King, Valerie A.; Mawyer, Denise T.
Subject: FW: Presentations

FYI...-L

-----Original Message-----

From: Solana, Rick P.
Sent: Tuesday, October 03, 2000 12:52 PM
To: Bugg, Joy; Davies, Bruce; McAlpin, Loreen; Patskan, George; Sanders, Edward; Walk, Roger
Subject: FW: Presentations

-----Original Message-----

From: Holleran, Jack
Sent: Friday, September 29, 2000 6:52 AM
To: Alonso, Hector; Benner, Kevin P. (PM USA); Beran, Dave R.; Bumley, Harold G.; Carboni, Judy A.; Cox, Richard H.; Cummings, Greg A.; Dajani, Mark N.; Farriss, Mike A.; Hanson, Terry D.; Lilly, A. Cliff; Long, Henry P.; Milby, David L.; Nyffeler, Urs; Rivera, Salvador; Ruth, Gary R.; Saine, Mark G.; Schwartz, Craig G.; Solana, Rick P.; Westra, Dan L.
Subject: Presentations

As we discussed yesterday, here are some guidelines for OBT presentations:

1. Presentations should include, on each slide, the following:
 - a. "OBT Presentation", so that the audience for the presentation is clearly and accurately reflected on the documents.
 - b. The date the presentation is given, for clarity and accuracy.
 - c. The proprietary classification, if any, for information contained in the presentation.
2. Consistent with our current practice, mature drafts of presentations should be sent to me for appropriate legal review at least 3 days before the OBT meeting. "Mature draft" means a draft that has been fully reviewed on the business side.

These same guidelines apply to any Operations-related presentations to the PM USA Senior Team, PM affiliate executive management (e.g., PMI), and PM Companies Inc. executive management. Please forward these guidelines to those in your organization to whom they are relevant. Thanks.

Jack